**PowerPoint Instructions**

Directions: Read and follow each step carefully. Be sure to ask me if you have any additional questions. Be creative as possible.

1. Go to *Start, Accessories, Microsoft PowerPoint*
2. j0292982On the right side of the screen, click *From Design Templates*.
3. Scroll through templates until you find a design you like. Click on the right hand side of the template of choice and click *Apply to All Slides*.
4. On slide, click in text box to add title. Select *Font* and *Size* on toolbar.
5. Go to *Insert* at the top. Click on *New Slide*. Choose from *Slide* *Layouts* on right side or use the one on screen and modify later.
6. Continue adding slide and information. Use 35-45 words per slide. If you must add additional information for your oral presentation, click on the *Click to Add Notes* task pane at the bottom of the screen. Type in additional information.

**To add pictures, diagrams, charts, or hyperlinks, follow these directions:**

* Click *Insert*, then *Picture* (if needed picture is not available, search the Internet, download it, or save it to *My Documents*)
* Move, edit, or resize the object by right-clicking on the object, then *Format* or *Edit Picture*

**To customize animation or set slide timing, complete these steps:**

* Click on *Slide Show* on bar at top, go to *Practice Slide* *Transition*, find speed and transition type appropriate, and add sound if needed.
* Also click whether you want the slide to advance on *Mouse Click or Automatically After* (you set time).

1. Go to *File, Save As,* and *Save* in *My Documents*.
2. Practice giving the oral presentation and be ready to answer questions at the end.